Application to Hold an Event on British Waterways' Property

This form is designed for all kinds of event held on BW property. Some parts of the form may not be relevant for smaller events. Your BW contact will let you know which sections to complete.

Which canal is event to be held on? .....

Name of event .....

Type of event .....

Event location
(Please be specific eg:'From x bridge to y bridge'). .....

Event date .....

Section One - Organiser Details

Name of organisation/hirer .....

Event Organiser .....

Event Safety Co-ordinator .....

Contact address .....

.....

Tel No. – Home .....

Tel No. – Work .....

Mobile No .....

Fax No .....

E-mail address .....

May we have permission to publish Organiser's details on websites and posters? Yes ☐ No ☐

Section Two - Event Details

Description of proposed event .....

.....

.....

If the event is for charity:

Name of Charity .....

Charity Registration Number .....

Date/time to enter site for preparation .....

Event start time each day .....

Event finish time each day .....

(*Please note* : *All races on the Lowland Canals must have staggered starts*.)

Date/time the site will be vacated after the event .....

If the event has a start or finish point along the canal (eg walk):

Where does it start? .....

Where does it finish? .....

Where will event entrances/exits be? .....

Is the event free? * Yes ☐ No ☐

If no, what is the admission price?

WHAT IF ANYTHING WILL BE CHARGED FOR

.....

Approximate number of participants * .....

Possible alternative site .....

Possible alternative date .....

Any other relevant information: .....

.....

.....

Application to hold an event on BW property

Will your event include any of the following? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	☐	Boat parade	☐
Towpath Carnival/procession	☐	Boat trips	☐
Fairground equipment	☐	Boats public can board	☐
Horses/donkeys/dogs other animals (please specify)	☐	Other boats (please specify)	☐
Sales from boats (eg floating shops)	☐	Food/drink concessions	☐
Zip wire/bungey jumping	☐	Bonfire/barbecue	☐
Moving motor vehicles	☐	Alcohol	☐
Stationary motor vehicles	☐	PA System	☐
Mooring facilities for visitors	☐	Staging	☐
Inflatables (e.g. bouncy castle)	☐	Power supply	☐
Commercial traders	☐	Water supply	☐
Live music 📣	☐	Stewarding/security (please provide details of numbers)	☐
Live entertainment 📣	☐	On-site communications	☐
Marquees	☐	Lost children point	☐
Portable generator	☐	First aid point	☐
Art activities	☐	Barrier/fencing	☐
Re-enactment groups	☐	Toilets	☐
Stalls/exhibitions	☐		

Other: (please specify) .....

.....

.....

Please supply additional details on a separate sheet.

Note:
(1) Please supply as much information as possible on all of the items above (additional information to be supplied on a separate sheet).
(2) After this application has been submitted, no additional items may be included without the express consent of BW.

A Public Entertainment Licence may be required if your event is public and consists of music, dancing, singing or similar. An Alcohol Sales licence may also be required.

Do you intend to use the following:

Highway Directional Signs ☐ Banners/Posters ☐

(nb written approval must be obtained from the relevant Local Authority department or from BW if posters are on BW property)

Do you anticipate the need for:

Road closure ☐ Traffic diversion ☐

On street parking restriction ☐ Car park closure ☐

If you have ticked any of the above, please provide full details of locations, dates and times.

.....

.....

.....

Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

.....

.....

.....

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of waste disposal and if toilets are hired, the name and address of the hire company:

.....

.....

.....

Please identify the method to be used in order to keep the area free from litter and refuse:

.....

.....

Will you be requiring car parking space for event staff? Yes ☐ No ☐
and/or general public? Yes ☐ No ☐

(A fee may be chargeable in certain circumstances)

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

.....

.....

Are there any known objections to the event by local police, local authorities or private landowners?

Yes ☐ No ☐

If yes, please detail on a separate sheet.

Section Three - Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability (and products liability where appropriate). Under no circumstances shall this be less than £5 million and BW reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. who they have instructed/authorised to appear at the event.

A copy of your insurance and the insurance of other relevant in the event participants (plus a completed Event Participation List) should be supplied with this form.

Section Four - Emergency Services

You are requested to notify the Police and other appropriate Emergency Services.

Please tick to confirm that contact has been made and note the date and any relevant comments

Police ☐ .....

Ambulance Service ☐ .....

Red Cross ☐ .....

Fire Brigade ☐ .....

HM Coastguard ☐ .....

Other ☐

Please supply details of the first aid cover to be provided:

.....

.....

.....

.....

If permission is granted for the event, I hereby agree to comply with British Waterways'Terms and Conditions for use of British Waterways' property to hold an event, the conditions set out in this form and all reasonable instructions given by all authorised Officers of British Waterways.

Signed .....

Position .....

Date .....

Please send this completed form, together with any supporting documentation to the local canal office:

Caledonian Canal : Canal Office, Seaport Marina, Muirtown Wharf, Inverness, IV3 5LE
Crinan Canal : Canal Office, Pier Square, Ardrishaig, Argyll, PA30 8DZ
Lowland Canals : New Port Downie, Lime Road, Tamfourhill, Falkirk, FK1 4RS

I have enclosed the following:

	Yes	No		Yes	No
Individual participant's insurance details	☐	☐	Insurance for event organiser	☐	☐
Risk assessments	☐	☐			
Event Safety Plan and Emergency Plan	☐	☐			

If you have answered **no** to any of the questions, please give details why:

.....

.....

.....

.....

.....

Please note:

The following documentation should ideally be provided at least *three* months prior to the event:

- **Event Application form**

Please provide the following at least six weeks prior to the event:

- **Event risk assessment(s)**
- **Event Safety Plan**
- **Event Organiser and participants' insurance details**

Once the above documents (where applicable) have been received and approved, you will be sent a set of Terms and Conditions for holding your event on BW property. These should be signed and returned to the relevant canal office *before* the event takes place.